

EXAMPLE COVER LETTER FOR ANNUAL REPORT

Date

Ms. Beverly Becenti-Pigman, Chairperson
Navajo Nation Human Research Review Board
P.O. Box 1390
Window Rock, AZ 86515

RE: Annual Report for NNR-XX.XXX,

Dear Ms. Pigman,

We are submitting an **Annual Report** for NNR-XX.XXX study covering activities from *January 16, 2016 – January 16, 2017 approved study period.*

Study original approved: January 16, 2015

Expiration Date: January 16, 2017

Annual Report covering: January 16, 2017 to January 16, 2018.

The Continuation Request was submitted prior. Thank you in advance for your consideration of this Annual Report..

Sincerely,

John John, MD
University of Arizona
Phone:
Email:

SAMPLE Annual Report format

Principal Investigator: Dr. John Doe, MD
University of Arizona Public Health
University Drive 100
Tel: 602-111-222
Email:

Research Project Title: _____

Research Protocol Number: NNR-XX.XXX

Project Timeline; Current approved period: 1-16-2016 – 1-16-2017

PROJECT BACKGROUND:

RESEARCH GOAL AND OBJECTIVES:

IMPLEMENTATION STRATEGIES:

ANNUAL REPORT PERIOD:

1. Budget Changes
2. P.I. and Staff:
3. Time Frame Changes:
4. Activities Accomplished this Year (Detailed activities)
 - a. Data Collection activities
 - b. Dissemination activities
 - c. Study Related Activities
5. Conference Reports:
6. Publication/Manuscripts:
7. Description of Serious adverse Events:
8. Other changes Affecting the Study:
9. Study Report to Navajo Nation:

Sincerely.

Dr. John Doe, MD